

LOS ANGELES COMMUNITY COLLEGES
OFFICE OF THE CHANCELLOR
ADMINISTRATIVE REGULATIONS

INDEX NUMBER E-71

REFERENCE:	TOPIC: Residency Appeal Procedure
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CHANGES:	DATE OF CHANGES:

1. **RESIDENCE CLASSIFICATION**

The California Education Code requires that residency classifications be determined for each student at the time application for admission to the college is made and whenever a student has not been in attendance for more than one semester. Residence classifications are to be made in accordance with the provisions set forth in the Student Attendance Accounting Manual published under authority of the Board of Governors of the California Community Colleges, and rules and regulations of the Los Angeles Community College District.

Residence classification is the responsibility of the Admissions Officer of the college. Students must be notified of residence determination within 14 calendar days of submission of application.

2. **RIGHT TO APPEAL**

Any student, following a final decision of residence classification by the Admissions Officer of the college, may make written appeal to the Chancellor or designee within 30 calendar days of notification of final decision by the college regarding classification.

3. **APPEAL PROCEDURE**

- a. Within 30 calendar days of receipt of notification of residence classification by the Admissions Officer of the college, the student may submit an appeal.
- b. The appeal is to be submitted to the Admissions Officer who must forward it to the Chancellor's designee within five working days of receipt. Copies of the original application for Admission, the Supplemental Residency Questionnaire, and evidence or documentation provided by the student, with a cover statement indicating upon what basis the residence classification decision was made, must be forwarded with the appeal.

- c. The Chancellor's designee shall review all the records and have the right to request additional information from either the student or the College Admissions Officer.
- d. Within 30 calendar days of receipt, the Chancellor's designee shall send a written determination to the college and the student. The determination shall state specific facts on which the appeal decision was made.